

**FULL BOARD MEETING MINUTES**  
of the  
**BOARD OF NURSING HOME ADMINISTRATORS**  
**301 S PARK AVE, LARGE CONFERENCE ROOM, HELENA, MT**  
**2:02 PM – 3:28 PM**  
**MARCH 1, 2018**

**1. Call to Order - Establish Quorum - Introduction of Board & Staff Members Present (00:00)**

The meeting was called to order at 2:02 p.m.

**Board Members Present by Phone:**

Ms. Kathryn Beaty, Active Administrator, Chair  
Mr. Loren Hines, Institution with Care of Chronically III or Aged, Vice Chair  
Ms. Carla Neiman, Institution with Care of Chronically III or Aged  
Mr. Ryan Tooke, Active Administrator  
Ms. Sylvia Moore, Public Member

**Members Not Present:**

Mr. Thomas Klotz, Nursing Home Administrator, Secretary/Treasurer  
Vacant, Ex-Officio Member - Non-voting

**Board Staff Present:**

Ms. Linda Grief, Executive Officer  
Ms. Jennifer Stallkamp, Board Counsel  
Ms. Susan Asplund, Administrative Specialist  
Mr. Todd Younkin, Division Administrator

**2. Approval and Tentative Modification of Agenda Order (01:22)**

**Motion (01:29):** Ms. Carla Neiman moved to approve the agenda as presented. Mr. Loren Hines seconded. The motion carried unanimously.

**3. Review Minutes – October 2, 2017 (02:06)** No changes noted.

**4. Public Opportunity to Comment - (02:48)**

(Presiding Officer Statement) "Under this item, the Board will offer an opportunity to members of the public in attendance to comment on any public matter under the jurisdiction of the Board that is not on the agenda of this meeting. While the Board cannot take action on any issues presented, the board will listen to comments and may ask staff to place the issue on a subsequent agenda. The presiding officer may limit the comment period in order to proceed with the board meeting."

**5. Division Update – Todd Younkin, Division Administrator - (03:41)**

**6. Board Action - (09:27)**

- a. **Welcome New Board Members – Sylvia Moore and Ryan Tooke and New Board Attorney - Mark Jette (09:31)** Members welcomed new members and thanked Ms. Carla Neiman for her reappointment.
- b. **Board Member Appointments/Elections/Committee and Panel Assignments - (13:21)**  
Ms. Kathryn Beaty assigned Ms. Sylvia Moore and Mr. Ryan Tooke to the adjudication panel.
- c. **NAB Mid-Year Meeting – November 8-10, 2017 – Kathryn Beaty (18:53)**
- d. **NAB Annual Meeting – June 6-8, 2018 – Board Motion (21:33)**

**Motion (27:05):** Ms. Carla Neiman moved to approve Ms. Kathryn Beaty and Mr. Ryan Tooke to attend the NAB Annual Meeting on June 6-8, 2018, and if the Department approves

additional people to attend, Ms. Carla Neiman is to attend as well. Mr. Loren Hines seconded. The motion carried unanimously.

**e. Continuing Education Audit % - Board Motion (29:08)**

**Motion (30:14):** Ms. Carla Neiman moved to audit 10% of licensees for continuing education for 2017. Mr. Loren Hines seconded. The motion carried unanimously.

**f. Continuing Education Provider Approval – Board Review (31:02)**

**Motion (32:47):** Ms. Sylvia Moore moved to add Academy of Nutrition and Dietetics to the Suggested Providers of Continuing Education List. Ms. Carla Neiman seconded. The motion carried unanimously.

**g. JP Examination – Update (41:59)**

**h. Legislation (42:47)**

**i. MCA 37-9-301 – Qualifications for Licensure – Board Review (43:05)**

**ii. 42 US Code 1396g (48:26)** Board discussed at length, but did not make a motion.

**i. Rule Review – Board Motion (49:07)**

**i. ARM 24.162.301 – Definitions – Possible Amend (50:24)**  
**Small Business Impact**

**Motion (51:33):** Ms. Carla Neiman moved to amend ARM 24.162.301 to site 50-5-301(3) (2)(b)(i), MCA. Ms. Sylvia Moore seconded. The motion carried unanimously.

**Motion (52:43):** Ms. Carla Neiman moved that the Board determined that there is no significant and direct impact on small businesses in Montana. Mr. Loren Hines seconded. The motion carried unanimously.

**ii. ARM 24.162.402 – Public Information – Possible Repeal (53:18)**  
**Small Business Impact**

**Motion (54:05):** Ms. Sylvia Moore moved to repeal ARM 24.162.402. Ms. Carla Neiman seconded. The motion carried unanimously.

**Motion (54:49):** Ms. Carla Neiman moved that the Board determined that there is no significant and direct impact on small businesses in Montana. Ms. Sylvia Moore seconded. The motion carried unanimously.

**iii. ARM 24.162.501 Application and Documentation for Licensure – Possible Amend (55:18)**  
**Small Business Impact**

**Motion (57:03):** Ms. Carla Neiman moved to amend by striking ARM 24.162.501 subsection (5). Mr. Ryan Tooke seconded. The motion carried unanimously.

**Motion (58:09):** Ms. Sylvia Moore moved that the Board determined that there is no significant and direct impact on small businesses in Montana. Ms. Carla Neiman seconded. The motion carried unanimously.

**iv. ARM 24.162.506 – Temp Permit – Possible Amend (58:44)**  
**Small Business Impact**

ARM 24.162.506 TEMPORARY ~~PERMIT~~ LICENSE

(1) An application for a temporary ~~permit~~ license must be accompanied by the required fee, which will not be refunded.

**Motion (59:23):** Ms. Sylvia Moore moved to amend the word “permit” to “license” under ARM 24.162.506. Ms. Carla Neiman seconded. The motion carried unanimously.

**Motion (1:00:00):** Ms. Carla Neiman moved that the Board determined that there is no significant and direct impact on small businesses in Montana. Mr. Loren Hines seconded. The motion carried unanimously.

**v. ARM 24.162.510 – Licensure by Credential – Possible Amend (1:00:34)**  
**Small Business Impact**

~~(1) An application applicant for licensure by credential without examination must include a signed statement from the examining board of another jurisdiction attesting:~~

~~(a) that the applicant attained a passing scaled score, as determined by the National Association of Boards of Examiners for Nursing Home Administrators; and~~

~~(b) that the applicant holds a currently valid license as a nursing home administrator in that a jurisdiction.~~

~~(2) An application for license by credential may be filed at any time and must be accompanied by the required fees, which shall not be refunded.~~

~~(3) The applicant must submit three statements of good moral character from individuals not related to the applicant.~~

**Motion (1:06:23):** Ms. Sylvia Moore moved to approve the changes discussed for ARM 24.162.510. Ms. Carla Neiman seconded. The motion carried unanimously.

**Motion (1:07:48):** Mr. Loren Hines moved that the Board determined that there is no significant and direct impact on small businesses in Montana. Ms. Sylvia Moore seconded. The motion carried unanimously.

**j. Board Member Training Needs – Board Discussion (1:08:47)**

**k. Scheduling of Next Meeting (1:13:21)**

Possibly June 14th or 21<sup>st</sup>, 2018

**7. NAB Reports – Board Review (1:16:22)**

- a. NAB Flier
- b. NAB Health Services Licensure
- c. NAB Training Programs

**8. Executive Officer Report (1:17:19)**

- a. Budget Report for Fiscal Year 2018
- b. 5 Year History
- c. Application Report
- d. Compliance Report

**9. Adjourn (1:24:44)**

The meeting was adjourned at 3:28 p.m.

**Motion (1:24:53):** Ms. Carla Neiman moved to adjourn the meeting. Mr. Loren Hines seconded. The motion carried unanimously.